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# SPeCiAL SUMMeR Food SeRViCe PROGRAM FoR CHILDREN

SITE HANDBOOK

PROGRAM AID NO. 1081  
U.S. DEPARTMENT  
OF AGRICULTURE  
FOOD AND NUTRITION  
SERVICE

# INTRODUCTION

The Special Summer Food Service Program for Children is designed to improve the nutrition of children through the service of well-balanced meals during the summer months. The food service must be available to all eligible children regardless of race, sex, color, creed, or national origin.

As a site supervisor, you play a very important part in making the Special Summer Program a success in your community. It is through your plans and efforts that the benefits of summer food service can have a lasting effect upon participating children.

To have a well-run program, you and your site co-workers must be aware of program responsibilities and have a clear understanding of basic summer program regulations. That is the purpose of this booklet.

# **BEFORE THE PROGRAM BEGINS**

Your sponsor will plan a training session for all his site supervisors. You and your co-workers at the site should plan to attend.

Among the things your sponsor will want to discuss are:

- Types of meals your site will serve
- Time of delivery, if your site is to receive prepared meals
- Trash removal schedule
- How to prepare daily report sheets and directions for submitting them
- Sponsor telephone number—who and when to call
- Money collection procedures, if any
- Local health and sanitation standards

Make sure you and your co-workers find out about these plans before your program begins. You must not start the program until you know and understand your duties and responsibilities.

See the back of the last page for the sponsor's name, address, phone number, and representative.

# THE FIRST DAY

You should take time the first day of your program, before mealtime, to talk with the children about the food service. You may want to emphasize the following points:

- Explain how and when the meals will be served, including plans for days when there is bad weather if the site is outdoors.
- Tell them that children only will be served and that they are expected to eat at the site.
- Discuss ways that they can help you.



# EVeRY DaY

To make sure the program runs smoothly throughout the summer, you and your co-workers must be aware of your daily site responsibilities. These are:

- RECEIVING DELIVERED MEALS OR PREPARING MEALS  
This is discussed on page six.
- SERVING THE MEALS TO THE CHILDREN  
This is discussed on pages seven and eight.
- COMPLETING THE DAILY RECORDS  
This is discussed on pages nine and ten.



## **RECEIVING DELIVERED MEALS OR PREPARING MEALS**

### **RECEIVING DELIVERED MEALS:**

- Make sure the delivery schedule set by your sponsor is being followed.
- Count the meals and make sure this number agrees with the delivery receipt before you sign it.
- Check food quality:
  1. Do the meals meet the meal patterns given on pages 11 and 12?
  2. Are foods and beverages fresh and free from spoilage?
  3. Are hot foods hot and cold foods cold?If your answer to any of the above questions is "no," you should report it to your sponsor immediately.
- Write any problems with the meals or meal delivery on the receipt before you sign it. Also write the time of the delivery on the receipt.
- Attach a copy of the delivery receipt to your daily report.

### **PREPARING MEALS:**

- If you prepare meals on site, your sponsor will provide you with additional information and menu suggestions.

## SERVING THE MEALS TO THE CHILDREN

Organize your activities so that at mealtime the children will be able to arrange themselves into an orderly serving line.

Remember that adults are not allowed to receive meals under this program. Only children under twenty-one years of age are eligible.

Each meal is specifically designed as a unit to fit the food needs of a growing child. Therefore, serve the meal as a complete unit without separating the items. If you serve more than one type of meal, allow at least two hours between the serving of meals. Never serve two meals at the same time. This may give too much food to children at one time and may cause unnecessary food waste.



Count the meals as you serve them to the children. You will need that information for your records.

You should plan the staff members' time to enable them to sit with the children while they eat. It is important that you help children to like the foods their bodies need and to try new foods.

If you have any leftover meals and plan to serve them later, you should make sure they are maintained at safe temperatures.

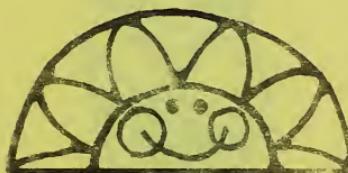


## **COMPLETING THE DAILY RECORDS**

Your sponsor will receive reimbursement for the meals served to children based on your daily records. For this reason it is very important that your records be accurate.

The daily record forms will be provided by your sponsor along with instructions on how and when to submit them.

If more than one type of meal is served at your site every day (i.e., lunch and supplement), you must record the information on the following page for each type of meal served.



Record these things for each meal you serve:

1. Count of children in attendance.
2. The number of meals served to children free or at a reduced price.
3. The number of meals served to children at a full price.
4. The number of meals served to adult staff (21 years or older). Your sponsor will not receive reimbursement for these meals but they must be recorded.
5. The number of hours that each paid employee worked on food service.
6. The number of hours that each volunteer worked on food service. (Your sponsor will let you know if this information is needed.)
7. The amount of children's payments. If these payments are part of an enrollment or tuition fee, they should be recorded on the day the money is received. (Your sponsor will let you know if some children will pay at your site, how much to charge, and what to do with the money that is collected.)
8. The amount of adults' payments.



# MEAL PATTERNS

It is your responsibility to your sponsor to make sure that the meals you serve meet the food pattern requirements listed below. Study the patterns of the meals to be served at your site and learn to recognize deficiencies. If you spot problems, you should report them to your sponsor as soon as possible. You should also write these deficiencies on the delivery receipt before signing it.

## SUPPLEMENT

Component	Quantity
Milk or full strength fruit or vegetable juice or fruit or vegetable or combination of these foods to equal one cup	½ pint (8 ounces) or one cup
Bread or cornbread or biscuit or roll or muffin or crackers or cookies	1 slice or 4 medium crackers or 2 medium cookies

## REGULAR MEAL

Component	Quantity
Milk	$\frac{1}{2}$ pint (8 ounces)
Meat and/or alternate	2 ounces
Meat, poultry, fish	2 ounces
Cheese	2 ounces
Egg	1
Cooked dry beans or peas	$\frac{1}{2}$ cup
Peanut butter	4 tablespoons
or an equivalent combination of these foods such as:	
Meat and cheese	1 ounce meat, 1 ounce cheese
Meat and peanut butter	1 oz. meat, 2 tbsp. peanut butter
Vegetables and/or fruits	$\frac{3}{4}$ cup of two or more, a serving of full strength fruit or vegetable juice may be counted as providing $\frac{1}{4}$ cup of this requirement
Bread	1 slice or a serving of cornbread, roll, biscuit, or muffin

# **VISITORS**

From time to time you may have visitors who will want to talk with you about the food service at your site. It is a good idea to keep a written record of these visits for reference purposes. Here is a listing of some site visitors:

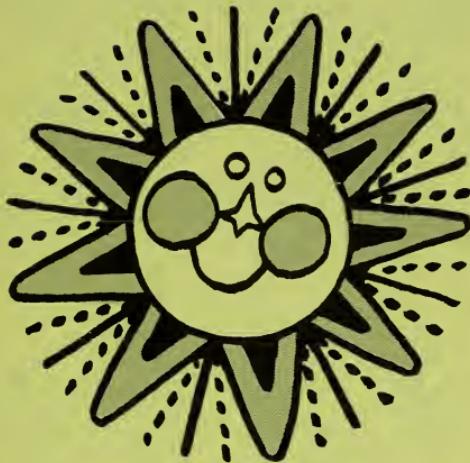
**Sponsor representatives** — Sponsor personnel should visit on a regular basis to help out with your day to day problems. If you have special problems at your site, contact your sponsor.

**Local health inspectors** — The health department in your area has an obligation to make sure that local health laws are being followed at your site. They will be interested in food temperatures, food holding and storage facilities, and other health and sanitation practices.

**State personnel** — In most States a State Agency is responsible for administering the Special Summer Food Service Program. State Agency representatives will generally be performing the same type of reviews that are performed by U.S.D.A. representatives.

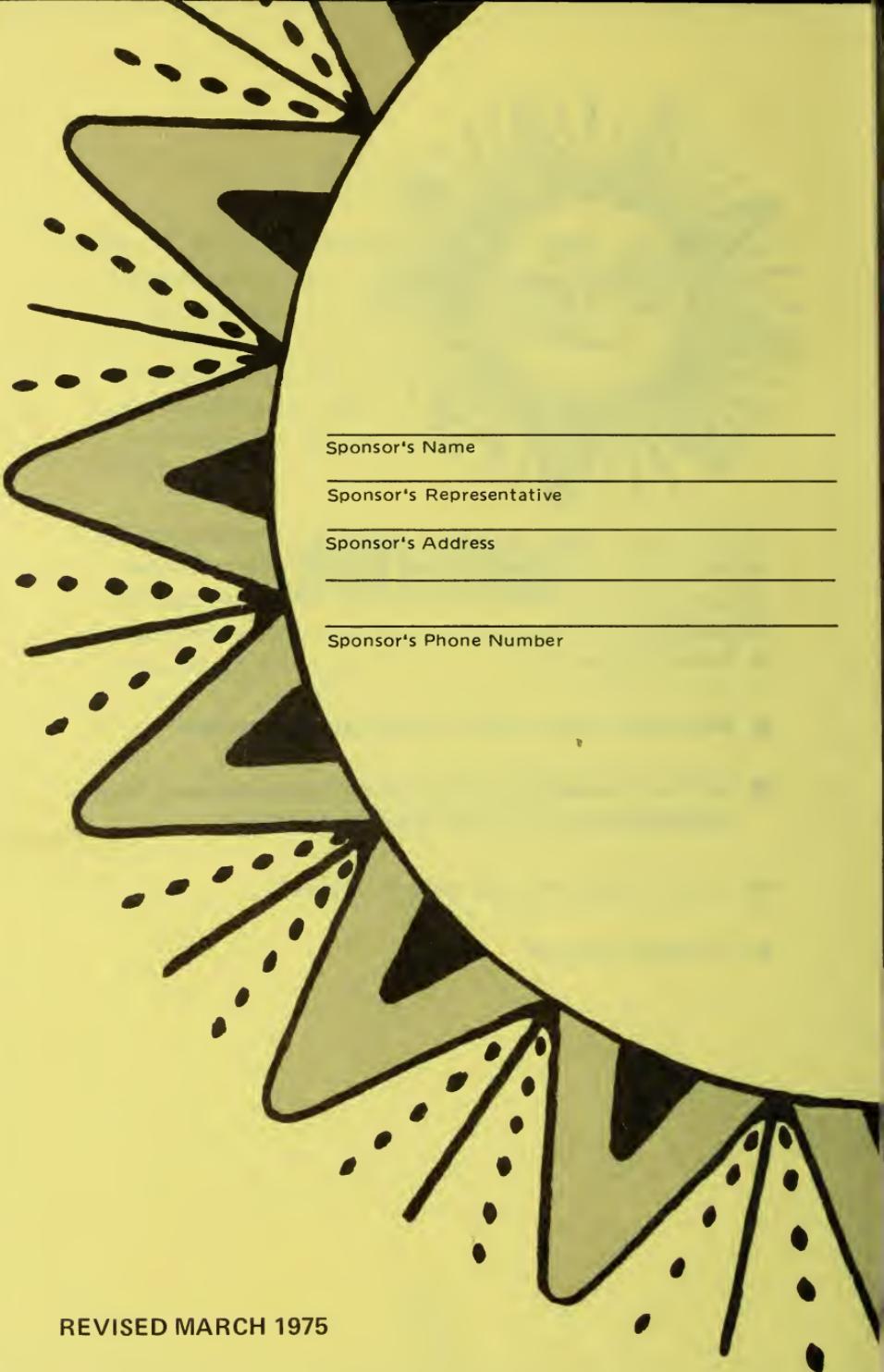
**U.S.D.A. Food and Nutrition Service personnel** — This federal agency administers the Special Summer Food Service Program at the national level. Personnel from the Regional or national office may visit your site and review all aspects of the food service program. If they find that you are having difficulty with the food service, they will want to work with you and your sponsor to help make the program better.

**U.S.D.A. Office of Audit personnel** — Auditors do in-depth reviews of all phases of the Special Summer Food Service Program and they will want to observe your site during mealtime, review your food service records, and discuss the food service with you.



## REMEMBER

- Serve children only!
- Serve each meal as a unit. Do not separate the items!
- Order or prepare only the number of meals you need. Your attendance may vary as the summer progresses!
- Be sure that all meals are eaten on the site!
- Keep daily records!



Sponsor's Name

Sponsor's Representative

Sponsor's Address

Sponsor's Phone Number